

APPENDIX D:

STANDARDS FOR FINAL SUBDIVISION PLATS

1. A final subdivision plat may not be approved by the governing body nor filed by the county clerk and recorder unless it complies with the following requirements:

- a. Final subdivision plats shall be legibly drawn with permanent ink or printed or reproduced by a process guaranteeing a permanent record and shall be 18 inches by 24 inches or 24 inches by 36 inches overall to include a 1-1/2 inch margin on the binding side.
- b. Two opaque mylar copies and two blueline copies shall be submitted.
- c. Whenever more than one sheet must be used to accurately portray the land subdivided, each sheet must show the number of that sheet and the total number of sheets included. All certifications shall be shown or referenced on one sheet.
- d. Changes to a filed subdivision plat must be filed with the county clerk and recorder as an amended plat. An amended plat may not be filed unless it meets the filing requirements for a final subdivision plat specified in these rules, except that approval by the local governing body is not required where waived by Section 76-3-207 (1)(d) or (e), MCA, for relocation of common boundary lines or aggregations affecting five or fewer lots.

2. The final plat submitted for approval shall show or contain, on its face or on separate sheets referenced on the plat:

- a. A title block indicating the quarter-section(s), section, township, range, principal meridian, and county of the subdivision. The title of the plat shall contain the words "plat" and "subdivision."
- b. Name(s) of the owner(s) of the land surveyed and the names of any adjoining platted subdivisions and document numbers of any adjoining certificates of survey previously recorded and ties thereto.
- c. North arrow.
- d. Scale bar (scale shall be sufficient to legibly represent the required data on the plat submitted for filing).

- e. Witness monuments, basis for bearing, bearings and lengths of lines.
- f. The bearings, distances and curve data of all perimeter boundary lines shall be indicated. When the subdivision is bound by an irregular shoreline or body of water, the bearings and distances of a meander traverse shall be given.
- g. Data on all curves sufficient to enable the reestablishment of the curves on the ground. These data shall include:
 - (i) Radius of curve
 - (ii) Arch length
 - (iii) Notation of non-tangent curves
- h. Lengths of all lines shall be shown to be at least tenths of a foot, and all angles and bearings shown to at least the nearest minute.
- i. The location of all section corners or legal subdivision corners of sections pertinent to the subdivision boundary.
- j. All lots and blocks in the subdivision, designated by number, the dimensions of each lot and block, the area of each lot, and the total acreage of all lots. (Excepted parcels shall be marked "Not included in this subdivision" or "Not included in this plat;" as appropriate, and the boundary completely indicated by bearings and distances).
- k. All streets, alleys, avenues, roads and highways; their widths, bearings; the width and purpose of all rights-of-way; and the names of all streets, roads and highways. The name(s) of a road or roads created as part of the subdivision shall be approved by the Address Coordinator prior to submittal of the final plat application and shown on the plat. A certificate of dedication of county roads, streets, alleys, parks, playgrounds, other public improvements, common areas and drainage and other easements shall be shown on the face of the plat.
- l. The location, dimensions and areas of all parks, common areas, and all other grounds dedicated for public use, or non-buildable area.
- m. The total acreage of the subdivision.
- n. A legal description of the perimeter boundary of the tract surveyed.

- o. All monuments to be of record must be adequately described and clearly identified on the plat. Where additional monuments are to be set subsequent to the filing of the plat, the location of such additional monuments shall be shown by a distinct symbol noted on the plat. All monuments or other evidence found during retracement that would influence the positions of any corner of boundary indicated on the plat must be clearly show.
 - p. The signature and seal of the registered land surveyor responsible for the survey. The affixing of the seal constitutes a certification by the surveyor that the final plat has been prepared in conformance with the Montana Subdivision and Platting Act (Sections 76-3-101 through 76-3-614, MCA) and the regulations adopted pursuant thereto.
 - q. Memorandum of oaths administered pursuant to Section 76-3-405, MCA.
 - r. Certification by the governing body that the final subdivision plat is approved, except where the plat shows changes to a filed subdivision plat which are exempt from local governing review under Section 76-3-207(1)(d) or (e), MCA. Where an amended plat qualifies for such a waiver the plat must contain a statement that pursuant to Section 76-3-207(1)(d) or (e), MCA, approval by the local governing body is not required for relocation of common boundary lines or aggregations of lots which affect five or fewer lots.
 - s. The dollar value of cash payment in-lieu-of parkland dedication or parkland ownership status shall be shown on the final plat, if applicable.
 - t. The location of utility easements shall be shown on the plat with dashed lines, in addition to the following statement: "The undersigned hereby grants unto each and every person, firm or corporation, whether public or private, providing an offering to provide telephone, telegraph, electric power, gas, cable television, water or sewer service to the public, the right to the joint use of an easement for the construction, maintenance, repair and removal of their lines and other facilities, in, over, under and across each area designated on this plat as 'Utility Easement' to have and to hold forever."
3. The following documents shall accompany the final plat when submitted for review to the county planning department for purposes of approval by the

governing body and filed with the county clerk and recorder:

- a. A property title report prepared by a title company within six months of the date of final plat application submittal showing the names of the owners of record of land to be subdivided and the names of any lien holders or claimants of record against the land and the written consent to the subdivision by the owners of the land, if other than the subdivider, and any lien holders or claimants of record against the land.
- b. Copies of any covenants or deed restrictions relating to public improvements that the applicant will file with the final plat.
- c. Certification by the Montana Department of Environmental Quality (DEQ) that it has approved the plans and specifications for sanitary facilities, if applicable.
- d. Copies of articles of incorporation and by-laws for any property owners' association, if applicable.
- e. Certification by the subdivider indicating which required public improvements have been installed and a copy of any subdivision improvements agreement securing the future construction of any additional public improvements to be installed.
- f. Copies of final plans, profiles, grades and specifications for improvements, including a complete grading and drainage plan, with the certification of a registered professional engineer that all required improvements which have been installed are in conformance with the attached plans.
- g. Certification by the governing body expressly accepting any dedicated land and improvements. Acceptance of dedication shall be ineffective without such certification.
- h. Certification of examining land surveyor where applicable.
- i. Copy of the state highway permit when a new street or road access will intersect with a state highway, or a county approach permit, when required.
- j. A declaration of covenant, if the governing body has waived park dedication under the 5 acre, single-family dwelling exemption, in accordance with Section 76-3-621(3)(b), MCA.

- k. Certification by the County Treasurer that no real property taxes are delinquent on the subject property.
- l. A letter of approval from the County Weed Board, confirming that the applicant has prepared a weed control and revegetation plan for the property.
- m. Written notification from the Address Coordinator that each road in the subdivision has a name approved by the Addressing Coordinator.
- n. Each lot on the final plat shall have been assigned an address by the County Address Coordinator.
- o. Soil Erosion Control Plan approved by the Lewis and Clark Soil Conservation District.
- p. Final plat filing fee.
- q. A letter of consent from all parties having an interest in the property.
- r. Certification that the local governing body will not be required to improve or maintain any proposed private road within or providing access to the subdivision.
- s. Certification of park or playground dedication or of cash donation in lieu of land dedication, if applicable.
- t. Floodplain Development Permit approved by the County Floodplain Administrator, if applicable.

THIS PAGE INTENTIONALLY LEFT BLANK